

May 19, 2006

«Title» «First_Name» «Last_Name»
«Address_Line_1»
«City», «State» «ZIP_Code»

Dear «Title» «Last_Name»:

Thank you for your recent inquiry regarding the Administrative Aide position with Virginia Key Beach Park Trust.

Although you are qualified, we regret to inform you that the Trust has hired an individual whose experience better suited our needs.

We are, however, taking the liberty of retaining your resume in our active files in the event of future openings.

Your interest in our organization is very much appreciated.

Yours very truly,

David Shorter
Executive Director